

1. The following invoice is only a sample of what the State would like to see. Your invoice does not have to match this exactly.
2. Invoicing will be done by the month. It is the vendor's option on how this is completed. However, the State must receive 1 master invoice per month, per account. Weekly invoicing will not be accepted.
3. If your system will only allow weekly invoicing, than a master invoice at the end of the month totaling each weeks invoices will be acceptable.
4. The invoice must have the service dates, QPA item ID/line number, description, total number of items per item ID, remit to address, bill to address, and total of invoice.
5. This signed sheet must be returned with your bid documents.

SPECIFICATIONS AGREEMENT:

Bidder's signature indicates bidder agrees to meet all specifications stated above and all information submitted is accurate.

Bidder Signature: _____ Date: _____

Super Duper Rental Service Company

12345 Main Street

Small Town, USA 98760

Phone/Customer Service: 888-555-1212

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Invoice Number: XXXXX
Invoice Date: Month of May

Service Frequency: Weekly
Terms are Net 35
Route Number: XXX
Stop Number: XXX

Customer Number: XXXXXX
Customer Name: Indiana Using Agency
Street Address
City/State/Zip

Service Date	QPA Item ID	QPA Line Number	Detailed Product Description	Product Quantity	Unit of Measure	Unit Price	Total Price
4/1/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Male, Perma Press, Long Sleeve 11 Shirts/Employee/Week - Navy	4	Weekly	2.15	\$8.60
4/8/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Male, Perma Press, Long Sleeve 11 Shirts - Navy	4	Weekly	\$2.15	\$8.60
4/15/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Male, Perma Press, Long Sleeve 11 Shirts - Navy	4	Weekly	\$2.15	\$8.60
4/22/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Male, Perma Press, Long Sleeve 11 Shirts - Navy	4	Weekly	\$2.15	\$8.60
4/29/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Male, Perma Press, Long Sleeve 11 Shirts - Navy	4	Weekly	\$2.15	\$8.60
4/1/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Female, Perma Press, Long Sleeve 11 Shirts - Navy	3	Weekly	\$2.15	\$6.45
4/8/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Female, Perma Press, Long Sleeve 11 Shirts - Navy	3	Weekly	\$2.15	\$6.45
4/15/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Female, Perma Press, Long Sleeve 11 Shirts - Navy	3	Weekly	\$2.15	\$6.45
4/22/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Female, Perma Press, Long Sleeve 11 Shirts - Navy	3	Weekly	\$2.15	\$6.45
4/29/2013	100178577	4	Weekly Service, Rental/Laundry, Shirt, Female, Perma Press, Long Sleeve 11 Shirts - Navy	3	Weekly	\$2.15	\$6.45
4/1/2013	100002834	59	Rental and Laundry Service: Floor Mats, 3x10	3	Weekly	\$1.89	\$5.67
4/8/2013	100002834	59	Rental and Laundry Service: Floor Mats, 3x10	3	Weekly	\$1.89	\$5.67
4/15/2013	100002834	59	Rental and Laundry Service: Floor Mats, 3x10	3	Weekly	\$1.89	\$5.67
4/22/2013	100002834	59	Rental and Laundry Service: Floor Mats, 3x10	3	Weekly	\$1.89	\$5.67
4/29/2013	100002834	59	Rental and Laundry Service: Floor Mats, 3x10	3	Weekly	\$1.89	\$5.67

REMIT TO:
Super Duper Rental Service Company
PO Box *****
Finance City, USA 04816

Sub-total \$103.60

Received By:

My signature indicates that I have only accepted delivery. All rights are reserved to dispute if products were received in good condition, in the quantity shown, and as described above.